



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SR. HUMAN RESOURCES SPECIALIST
Posting Number	PN# 109653
Department	Health & Human Services
Division	Administrative Services
Section	HR/Payroll
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES**

Coordinates tactical and strategic planning, implementation and evaluation to increase organizational effectiveness and performance.

**CORE FUNCTIONS**

- Responsible for all facets of organizational development.
- Coordinates and directs administrative activities in compliance with applicable policies and procedures.
- Coordinates and implements organizational development strategies.
- Assists with other Human Resources projects/ activities assigned.
- Coordinates the department’s improvements in leadership, decision-making and planning, conflict resolution, control and productivity.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Social Science, Liberal Arts or related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of related professional experience in human resources is required. Pertinent human resources experience at the professional level may be substituted for the education requirement on a year for year basis.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Prefer Master’s degree in Organizational Development and Leadership.
- Working knowledge of City of Houston system.
- Organizational Development work experience.
- SAP Experience.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☐ Yes ☒ No

This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**

**GENERAL FUNDED POSITION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 21**  
\$1,211 - \$2,257Biweekly    \$31,486 - \$58,682 Annually

**OPENING DATE**

March 29, 2006

**CLOSING DATE**

April 4, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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